



CITY OF ATLANTA

Job Announcement

EQUIPMENT MAINTENANCE SAFETY SUPERVISOR

STARTING SALARY: \$39,847

Salary Grade: 19

Applications Accepted From: January 23, 2006 until February 3, 2006

Minimum Job Requirements*

Persons applying must have **all** of the following to qualify: Bachelor's degree in Business/Public Administration, Industrial Management, Engineering, or a related field **and** three (3) years of motorized and non-motorized equipment maintenance, inventory management and procurement experience. Equivalent combinations of training and experience will be determined under prescribed guidelines. However, training and experience will **not** be substituted for the required High School diploma or GED.

Duties of the Job:

This employee coordinates and reviews all purchasing requisitions for motorized equipment to ascertain the accuracy of specifications and ensure timely submittal; confers with purchasing and vendors to acquire services as necessary; makes recommendations for disposition of unserviceable or obsolete equipment; researches, develops, recommends and/or enforces operational and administrative policies, procedures, and practices related to purchasing; reviews invoices and processes requisitions; supervises and evaluates assigned staff; handles all employee concerns; directs work assignments. Performs other duties as assigned.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Resumes will not be accepted in lieu of application.

Apply at: Department of Human Resources, 68 Mitchell Street SW, Suite 2107, Atlanta, GA 30303

Phone: (404) 330-6369 www.atlantaga.gov FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

THE HIRING AUTHORITY WILL CONTACT ONLY THOSE APPLICANTS THEY DEEM APPROPRIATE FOR THE POSITION. LETTERS WILL NOT BE MAILED TO INDIVIDUAL JOB APPLICANTS.

The Examination For This Job Will Consist Of An Evaluation of Applicant Training And Experience.

*Verification required prior to appointment.

**All applicants hired must present an appropriate picture ID and have their social security number verified by the hiring department.